

COMMUNITY NOTIFICATION SYSTEM

SIGN UP PROCESS



During the online registration process you will be asked for a variety of questions over six different screens. This may be a little overwhelming to some, but there are actually reasons for this! We highly recommend that each family member create their own account and that a single account not be shared. Sharing accounts could inadvertently result in only one person receiving an emergency alert.

A quick outline is below with a step by step outline on the following pages.

- 1** The first screen will ask you to sign up and create an account. This is the basic information needed to accomplish this.
- 2** The second screen will create your profile and contact preferences. Some of this will carry over from the sign up screen and you can scroll past it. Here are a couple considerations on choosing how to be alerted:
 - More alerting methods are better. The nice part is that if you ever receive an alert and acknowledge it, the system will stop trying to alert you.
 - We highly recommend entering your cell phones for both text messages and phone calls (need to enter the number twice). This gives us the greatest opportunity to make sure you are alerted.
 - Many alerting methods give you the choice of both personal and work. If you have both, we recommend you enter both. The more methods we have, the higher the chance we'll reach you.
- 3** The third screen will ask you to enter the locations you want to receive notifications for. You can enter 5 locations you would like. In addition to your house, we recommend adding locations such as these; work, children's schools, parent's house, etc... Here are a couple tips for adding locations:
 - You need to name each location. These names are for you and should be something like Mom's Home.
 - After you enter a location and select "Verify Location" a window will pop up. Make sure the location looks right on the map. You will then have to select the correct address on the left of the window. In many cases it will be exactly what you entered, if the system couldn't match it exactly it may propose some options for you to select from. Remember, the most important thing is that it appear to be in the right location on the map.
- 4** The fourth screen provides some optional non-emergency information that you can choose to receive. These are items like road closures, incident updates, and other non-emergency information. These options may change over time.
- 5** The fifth screen provides the opportunity to provide us with some information about you. This provides us the ability to identify certain demographics in an affected area. For example we might identify that in an affected area there are a lot of horses and as a result send a message only to the horse owners with instructions on what they can do with their horses.
- 6** The sixth screen is simply a review of what you have entered and provides an opportunity to double check it. After reviewing this you can select Finish and you are done.

SIGN UP SCREEN

Username	By creating a username you can update your information in the future. Many people will use their email address as their username.
First Name	Enter your First Name only in this field
Last Name	Enter your Last Name only in this field
Password	We need you to create a password for your new account so you can make changes later. Don't worry, if you forget it you can always use the "Forgot My Password" option.
Confirm Password	Please enter this a second time to make sure we have it correct.
Security Question	Pick a security question from the drop down box of your liking. This is used if you forget your password.
Answer	Enter the answer in a way you will remember. Shorter is better.
Registration Email	Enter your primary email. This is used is you forget your password and for other administrative purposes.
I Accept	Make sure you click the check box for the Term of Use

MY PROFILE SCREEN

First Name	This will auto populate from the Sign Up Screen
Last Name	This will auto populate from the Sign Up Screen
Middle Initial	This is optional if you would like to add it
Suffix	This is optional id you would like to add it
Registration Email	This will auto populate from the Sign Up Screen

Personal Txt Message	Enter your personal cell phone number if you wish to receive text messages about alerts.
Work Txt Message	Enter your work cell phone number if you wish to receive text messages about alerts.
Personal E-Mail	This will auto populate from your registration.
Work E-Mail	Enter your work email if you wish to receive email messages about alerts.
Personal Cell	Enter your personal cell phone number if you wish to receive a voice call about alerts. We recommend entering this number again even if you selected to receive text messages on this phone. This provides another level to ensure we reach you.
Work Cell	Enter your work cell phone number if you wish to receive a voice call about alerts. We recommend entering this number again even if you selected to receive text messages on this phone. This provides another level to ensure we reach you.
Home Phone	Enter your home telephone here (Verizon, Spectrum, Vonage, etc...) to receive voice calls about alerts. If you have some sort of phone physically in your house, this is the place to enter it.
Work Phone	Enter your work phone number here to receive voice calls about alerts.
Fax	Enter you fax number here to receive a fax with alerts.
TTY	Enter your TTY/TDD number here to receive alerts by TTY/TDD.

MY LOCATIONS SCREEN

Location Name	We need you to name each location with something you recognize like Home, Grandma's, Tim's School, etc... This isn't were the address goes.
County	This will default to the United States.
Address	Enter your street address here.
Apt/ Suite/ Unit	If you have one, enter your unit number. This is less important than where your building is on the map.
City	Enter your city here.
State	Select Montana from the drop down box.
Postal Code	Enter your 5 digit postal code here.

My Alert Subscriptions Screen

Incident Updates	You can select to receive non-emergency updates about incidents by general geographic areas around the county. Messages sent to these subscribers will be items such as public meeting notifications, where to get updated information, etc...
Community Information	This is an areas where the options will change over time. You can opt to receive non-emergency information on a variety of things in this category.

My Information Screen

Special Needs	In this area you can choose to notify us of any special needs you may have. We use this information to identify individuals in an affected area that may need additional assistance during an incident.
Animal Information	In this area you can identify what animals you may have. This helps us identify additional needs in an affected areas such as pet sheltering needs.

Review Screen

Confirm your information on this screen and make sure you click Finish and you are done.